



E-YUVA CENTER (EYC)
(Earlier University Innovation Cluster – UIC)
Centre for Biotechnology
Anna University Chennai - 600 025
Tel: +91-44-2254 1939/Email: uicbau@gmail.com

Dr.V.Adaikkalam
Center for Biotechnology

Lr.No. 36/EYC-B/Biotechnology/2026

Date: 17.09.2026

RECRUITMENT NOTIFICATION (TEMPORARY POSITION)

E-YUVA Center, (Formerly as University Innovation Cluster in Biotechnology (UIC-B)) funded by Biotechnology Industries Research Assistance Council (BIRAC) established with the special focus on entrepreneurship development in Universities invites applications from eligible candidates on temporary basis for E-YUVA Center, Anna University, Taramani, Chennai-600113.

S.No.	Designation	Essential Qualification	Experience	No. of posts	Duration	Salary per month
1.	Clerical/Office Assistant	Bachelor's in Economics / Commerce / Finance and allied subjects	1 Year	1	4.5 Months	Rs.15,000

Experience / Job Profile:

SL.NO.1 – CLERICAL/OFFICE ASSISTANT:

Essential Experience: Bachelor's in Economics / Commerce / Finance and allied subjects

Desirable: Candidates with minimum 1+ years' experience in Accounts / Book keeping / GST Filing / Accounts Auditing / Tax Filing etc. are preferable.

Candidates should submit their CVs on or before 28.09.2026 along with experience certificates to the Chief coordinator through post only superscribing "Application for E-YUVA CLERICAL/OFFICE ASSISTANT" to the below mentioned address.

The Director, Centre for Biotechnology, Anna University, Chennai – 600 025.

Eligible Candidates will be called for interview after shortlisting based on Experience & Qualification. The actual date and time for interview will be intimated only to the eligible candidates in due course by email only. General Instructions

Application should reach us on or before the specified date (28.09.2026)

- Enclose copy of certificates (Qualification and experience)
- Candidates attending the interview will do so at their own expense.
- These posts are purely temporary.
- Selected Candidates have to report for their duty within 1 week after the interview.

- The duration of the position would be coterminous with the project.
- The selection criteria are as per the guidelines of Anna University, Chennai.
- The selection committee decision will be final.

For further details, please contact: Chief Coordinator, E-YUVA Centre, Centre for Biotechnology, Anna University, Chennai – 600 025. Mobile: 9514867579.

Website:

www.uicbannauniv.com e-mail: uicbau@gmail.com

V. J. L. 17/09/26

DIRECTOR
CENTER FOR BIOTECHNOLOGY



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APPLICATION FORM FOR THE POST OF TEMPORARY STAFF ON CONTRACT BASIS

Ref: Advertisement No.36 /EYC-B/Biotechnology/2026 Date: 17.09.2026

Affix recently
taken photo &
self-attested by
the applicant

Name of the post: Clerical/Office Assistant

1.	Name of the Applicant (Block Letter with initials at the end)	
2.	Father's Name	
3.	Date of Birth & Age	
4.	Gender	Male / Female
5.	Mobile	
6.	E-Mail ID	
7.	Address for Communication	

8. Educational Qualification: (Attach copies of certificates)

S.No	Qualification	Board/University/Institution	Year of Pass	CGPA / Percentage
1				
2				
3				
4				

9. Experience: (Evidence of Documents are to be enclosed)

S.No	Name of the Firm/Institute	Designation	Period	Years(s) of Experience
1				
2				
3				
4				

Declaration

I declare that the information furnished above is true and correct to the best of my knowledge and belief and that no related information is concealed. If any discrepancy is found at any stage, my selection will be cancelled.

Signature of the Applicant

Place:

Date:

Instructions to the Applicants:

1. Recent photograph is to be Affixed & Self-attested in the Application.
2. All copies of certificates should be enclosed (School/College such as Transfer certificate, Mark Sheet, Degree Certificate, etc.)
3. Copies of Address & Aadhar card proof are to be enclosed.
4. The original certificates are to be produced for verification at the time of Interview.
5. The date & time of interview will be informed through Mobile No./ E-Mail.
6. Application received after the last date of submission is summarily rejected.